Exhibitor Kit

The following Exhibitor Rules & Display Reference Guidelines have been established by SAE Heavy-Duty Diesel Sustainable Transport Symposium Show Management. These guidelines are created to promote continuity and consistency among tabletop exhibitors and follow industry tabletop exhibitor standards.

Tabletop displays are considered “static displays” and do not require booth staffing at all times. Please note, the displays will be located in the Volvo Foyer outside of the session room, where all networking breaks will take place.

Exhibitor Rules:

- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Floor standing/ pop-up banners are permitted behind the tabletop. There will be approximately three (3) feet behind the table, which includes the space needed and room for your provided chairs.
- Design layouts must be pre-approved by SAE Show Management. Static equipment and banners cannot exceed 8 feet in height.
- Do not bring Pop-Up Displays unless approved by Show Management.
- Please do not leave valuables at your tabletop space overnight. There will not be security in the exhibit area during closed hours/overnight.
- Exhibitors may not solicit in the aisles or in any other location in, around or outside the convention center except at their tabletop booth.
- Exhibitors may be asked to remove any display items not in compliance with these guidelines.
- Storage will not be provided. Please place any items under your skirted table display.
- No tape, adhesive, or any items are to be used to hang or attach signs or display materials to the hotel facility walls.
- You may have your table removed to place a piece of machinery or furniture in its place. The machinery must be manufactured and sold by the company. It must conform to the dimensions of the table and must be approved prior to the conference.

Exhibit Hours:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, May 2</td>
<td>Exhibits Move In</td>
<td>14:00 – 17:00</td>
</tr>
<tr>
<td>Wednesday, May 3</td>
<td>Exhibits Open</td>
<td>8:45 – 19:00</td>
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<tr>
<td>Thursday, May 4</td>
<td>Exhibits Open</td>
<td>8:45 – 16:30</td>
</tr>
<tr>
<td>Thursday, May 4</td>
<td>Exhibits Move Out</td>
<td>16:30 – 18:00</td>
</tr>
</tbody>
</table>

QUESTIONS?
Contact: Stephanie Lund, Meeting & Convention Manager ● +1-724-272-5220 ● Stephanie.Lund@sae.org
Location:
Chalmers Conference Centre
Chalmersplatsen 1
412 58 Göteborg

Each Tabletop exhibit will include the following:

- Standard Table
- 2 chairs
- 1 Waste Basket
- Access to standard power is available

Please submit your tabletop diagram by Monday, April 3, 2023, for approval to Stephanie Lund at stephanie.lund@sae.org.

Internet
Wi-Fi access is complimentary. Passwords will be available upon arrival.

Please Note: Due to challenges with venue connection, it is highly suggested that exhibitors have access to their own phone network available.

Electric
If you need to power for anything larger than a laptop, please contact Stephanie Lund at stephanie.lund@sae.org. All Electrical orders will be billed back to SAE and SAE will bill exhibitors back for their charges post-event.

Audio Visual
Any audio-visual requests should be sent to stephanie.lund@sae.org. The Centre will share pricing when orders are placed. All AV orders will be billed back to SAE and SAE will bill exhibitors back for their charges post-event.
Shipping Information:

Due to lack of storage at the venue, shipments cannot be received prior to May 2, 2023. If you cannot control your delivery date, we recommend contacting your hotel to find out the shipping requirements.

Please Note: May 1, 2023, is a Holiday in Sweden.

Shipping Address:

Chalmers Conference Centre
Attention: Ulrika Lutz - HDD
Chalmersplatsen 1
412 58 Göteborg